**To upload something to the wiki**

* Save your file to your Flash drive or M drive by naming it the same name as the lesson and adding your name(for example, “What is culture LastnameFirstname”)
* Go to the “Digital Portfolio” page on the wiki and find your name. Click on your name.
* Click the “Edit” button on the upper-right side of the page.
* A menu bar will appear giving you several options.
* The option you choose here depends on what you need to upload. If you are uploading a file (like a Word document), click on “File”. If you need to upload a link from a website, click on “Link.”
* Before you begin the upload process, be sure to go into edit mode on your wikipage and put your cursor in the exact place in the template you want your file to go.

Here are directions detailing how to upload the various options:

* **To upload a file**: Click on “File”.
* Click on the “+ Upload Files” button.
* Find your file on your flashdrive or M drive and double click it.
* Once the file uploads, double click on the file (an icon will appear to the left of the file name when it’s done uploading).
* Click on the “Save” button on the menu bar.
* Your file is saved.
* **To insert a link**: Click on “Link”.
* When the link box appears, click on the “External Link” tab.
* In “Link Text”, write a brief description of where your link goes. For example, “Glogster project”.
* In “Link Address”, paste the link of the page you want to go to.
* Click “Add Link”.
* The link will appear on your page. Click “Save” on the menu bar.
* **To upload a widget**: Click on “Widget”.
* Click on the “Other” link at the bottom of the page.
* Paste the “Embed Code” given to you by the website where you created your work.
* Click “Save”.
* When that’s done, a gray box will appear on your page.
* Click “Save” on the menu bar.
* Your widget should appear on your page.
* Remember to upload your file/widget/link in the proper place in the template! The template is there to make sure that your page maintains a clean and orderly appearance. We should not have to look for your work. ***If you do not put your work in the proper place, we will deduct points!***